

KENTUCKY BOARD OF CERTIFICATION OF ALCOHOL & DRUG COUNSELORS
REGULAR BOARD MEETING MINUTES
September 7, 2012

A regular meeting of the Kentucky Board of Certification of Alcohol and Drug Counselors was conducted on Friday, September 7, 2012 at the Office of Occupations & Professions, 911 Leawood Drive, Frankfort, Kentucky 40601

Members Present

Terry Reams, Chairman
Todd Trumbore, Vice Chairman
Patrick Whelan
Tayna Fogle
Ted Godlaski
Geoffrey Wilson

Occupations and Professions

Karen Lockett, Board Administrator

Members Absent

Kenneth Hemphill

Others in Attendance

Michael West- Board Counsel
Mac Bell - Board Investigator
Jane Oliver - Behavioral Health Services

Mr. Reams, Chairman called the meeting to order at 10:00 a.m.

Mr. Michael West, Board Counsel was introduced to the Kentucky Board of Certification of Alcohol and Drug Counselors. Ms. Angela Evans, Board Counsel could not attend.

Minutes

Mr. Trumbore made a motion to accept the June 1, 2012 minutes. Mr. Whelan seconded the motion. Motion carried.

Mr. Trumbore made a motion to accept the August 3, 2012 minutes. Mr. Whelan seconded the motion. Motion carried.

Financial Statement

Mr. Whelan made a motion to accept the financial statement as submitted. Mr. Wilson seconded the motion. Motion carried.

O&P Update

Karen Lockett, Board Administrator informed the board that Ms. Wendy Tucker will be the Resource Management Analyst (IT) replacing Mr. Jeff Boler. Ms. Tucker comes from Frankfort Christian Academy where she served as Director of Technology. No actions taken.

Ms. Lockett informed the board that all of the Administrators are scanning, including but not limited to application files and complaint files. Scanning and indexing is to reduce backlog. Mr. Trumbore asked where the files went after reaching the retention schedule. Ms. Lockett explained that all the files would go to Library and Archives. No actions taken.

Old Business

The Board discussed the Letter for Reciprocity approval in the State of Kentucky. Mr. Trumbore made a motion to revise the approval letter for all reciprocity applicants. Mr. Whelan seconded the motion. Motion carried.

The Board discussed the CB Testing according to IC&RC will be mandatory in five (5) years. No actions taken.

The Board discussed an e-mail from Mr. Chris Fajardo regarding reinstatement.

The Board received documentation from Mr. Patrick McKiernan regard the syllabi for the graduate and under graduate course in the Specialization as requested. No actions taken.

The Board reviewed and edited the CADC Reciprocity approval letter. Mr. Godlaski made a motion to add to the letter stating "Please provide the board with verification of your degree earned; sufficient verification shall include Transcript or copy of the degree. Mr. Whelan seconded the motion. Motion carried.

New Business

The Board reviewed and discussed the Complaint form which includes the Authorization for release of information. No actions taken.

The Board reviewed and discussed providing Certificates to all renewed Certificate holders for verification. Mr. Trumbore made a motion for Karen Lockett to provide Initial Certificates with expiration dates on each renewal expiration date. Ms. Fogle seconded the motion. Motion carried.

The Board discussed an e-mail from the Michigan Board (MCBAP) asking if other board(s) were interested and will to co-sponsor a lunch or breakfast along with the Michigan Board? No actions taken.

The Mr. Reams provided a draft of AN ACT relating to alcohol and drug counseling for the board to review and discussion. No actions taken.

The Board received a letter from Mr. Jon L. Hale requesting his certification be placed in inactive. Mr. Whelan made a motion to accept Mr. Hale request on placing his certification in active. Mr. Godlaski seconded the motion. Motion carried.

Complaint Committee

Complaint #1004 - Ongoing

Complaint#1201 - Dismissed

Complaint#1203 - Ongoing

Complaint#1204/1205 - Ongoing

Complaint #1206 - Ongoing

The Complaint committee made a recommendation to dismiss complaint #1201 due to lack of evidence. Mr. Whelan seconded the motion. Motion carried.

Mr. Todd Trumbore, Vice Chair recused himself and Ms. Jane Oliver left the board room while the complaint committee discussed complaint #1206. Mr. Godlaski made a motion for the board to file a formal complaint against the CADC. Mr. Whelan seconded the motion. Motion carried.

Board Counsel Report

Counsel submitted a report via email with the board's requested edits to regulations 201 KAR 35:020, 030 & 050. The board requested research regarding education substituting for the required work experience, relating to Mr. McKiernan's question about the idea of specialized bachelor's degree. Counsel's report advised that 201 KAR 35:070 currently sets out the approved substitution and any change would require an amendment to the regulation.

Application Review

Mr. Godlaski made a motion to accept the recommendation as specified below.

- Carol Cherich - (Reciprocity) Approved
- Christopher Holcomb - Deferred
- Heather Jones - Approved
- Richard A. McKinley - Deferred
- Anna J. Moore - Approved
- Tammy D. Paull - Approved
- Shawna Thacker - Apprved
- Donna Wallace - Approved

Mr. Whelan seconded the motion. Motion carried.

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Audit Review

Mr. Whelan made a motion to accept the Audit application as specified below.

- Deborah Walrath-Williams - Approved

Ms. Fogle seconded the motion. Motion carried.

Continuing Education

Mr. Whelan made a motion to accept the continuing education applications as specified below.

- Cumberland River Comprehensive Care Center – Improving services & supports for LGBTQ12-S Children/Youth and their families.

Ms. Fogle seconded the motion. Motion carried.

Travel

Mr. Whelan made a motion to approve payment of travel and per diem expenses for eligible members.

Mr. Trumbore seconded the motion. Motion carried.

Next Meeting

Complaint Committee – October 5, 2012 9:30 a.m.

Regular Board Meeting – October 5, 2012 @ 10:00 a.m.

ADJOURNMENT - Mr. Trumbore made a motion to adjourn. Mr. Whelan seconded the motion. Motion carried.